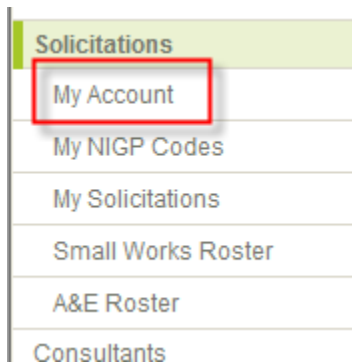
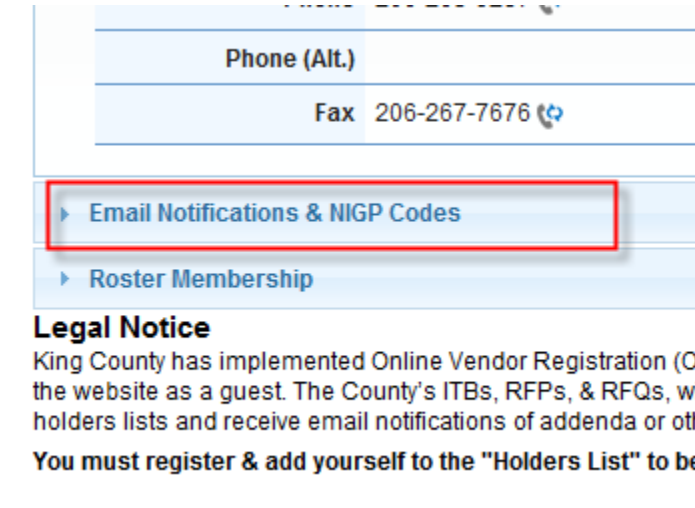


When you are logged in, you should have the following options in the left hand navigation bar. You will want to click on My Account, which is highlighted below.



Once you are at the My Account screen, scroll to the bottom and select “Email Notifications and NIGP Codes.”



Once there, the important thing you have to do is click on “Edit” to change your checkboxes.

Email Notifications & NIGP Codes

King County provides official notice of formally advertised solicitations on this website. This website does NOT guarantee the receipt of electronic notifications of opportunities.

I would like to receive email notifications when the following

[Edit](#)

☐ A&E and Professional Services

☐ Construction

☐ Goods & Services, Technical Services and Other

(IMPORTANT: You must check this box AND identify NIGP Code(s) that best describe(s) the solicitations. Identify NIGP Code(s) that best describe(s) the solicitations.

This will then allow you to check the boxes. You will want to click “Update” to save the changes.

My Account

Edit Account Information

Email Notifications & NIGP Codes

King County provides official notice of formally advertised solicitations on this website. This website does NOT guarantee the receipt of electronic notifications of opportunities.

I would like to receive email notifications when the following

[Update](#) [Cancel](#)

☒ A&E and Professional Services

☐ Construction

☒ Goods & Services, Technical Services and Other

(IMPORTANT: You must check this box AND identify NIGP Code(s) that best describe(s) the solicitations. Identify NIGP Code(s) that best describe(s) the solicitations.

[Update Codes](#) [Help](#)

If you select “Goods & Services, Technical Services and Other,” you will also want to select NIGP codes. These are commodity codes that represent the sorts of goods and services the County might purchase. To select them, click “Update Codes”.

Update Codes Help	
Code	Description
040-20	Cattle, Dairy
918-00	CONSULTING SERVICES

This will take you to a screen where you can search the NIGP codes in different ways.

My NIGP Codes

[View selected NIGP codes](#)

Search by: [Category](#) **[Keywords](#)** [NIGP code number](#)

Enter search terms:

[Save NIGP code changes](#)

When you find the right NIGP codes, you will want to check the box next to them and click “Save NIGP code changes”.

Search by: [Category](#) **[Keywords](#)** [NIGP code number](#)

Enter search terms:

Page 1 of 1 | Displaying 1 - 1 of 1 total records

Class Item	Description
<input type="checkbox"/> 040 87	Rodents (See 495-12,13 for Experimental Types)

Page 1 of 1 | Displaying 1 - 1 of 1 total records

[Save NIGP code changes](#)